

Intensive Residential Services for Children



Q1. 3.3 Core Services for Intensive Residential Programs, pg. 18

Item P states that the vendor “must provide a minimum of 2 hours per week of tutoring”, as “consistent with the ISP”. If the ISP does not require tutoring, is tutoring still required for those clients?

R1. No.

Q2. 4.2 Proposal Format, pg. 19

This section states “proposals must not exceed 100 pages”... Does this numbering begin with the Cover Page? Or does it begin with Page 1 of the Technical Proposal? We understand in either case that the numbering continues through all end attachments.

R2. Numbering begins with the Cover Page.

Q3. 4.2.5.1.1 Vendor Profile and Experience, pg. 20

Section 4.2.5.1.1 requests “positions/titles” relating to the organization. Is this an organizational chart?

R3. An organizational chart may be utilized.

Q4. 4.2.5.1.2 References, pg. 20: Can DHR county staff members serve as references for vendors?

R4. No.

Q5. 4.2.5.1.5 Project Staff/Resumes/Job Descriptions, pg. 21

Section 4.2.5.1.5 requires the submission of “job descriptions detailing the level of education, experience, training, skills, etc, which emphasizes previous experience in the service area as described in this RFP for all key personnel...”

- Did you mean to say resume/vitae here? Job descriptions are generic and usually reflect minimum requirements for a position.
- Please clarify what you mean by “key personnel”. (director, supervisor, executive director, etc.) Would this be across the agency or only within the residential program?

R5. The RFP requires you to provide of all key staff (upper level, social service and direct care staff) job descriptions in the blind copies. Resumes or vitas should be provided in the original.

Q6. 4.2.5.1.5 Project Staff/Resumes/Job Descriptions, pg. 21

May resumes requested in this section be placed in an Attachment? Or do you prefer that they be included in this section of the Narrative?

R6. Include as an attachment.

Q7. 4.2.5.1.5 Project Staff/Resumes/Job Descriptions, pg. 21

This section states “List all professional licenses held by the vendor”. Please define “professional licenses” in this context. Does it include licenses held by specific staff

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members (LCSW, LPC, PhD)? Would it include accreditations by national accrediting bodies?

R7. Both.

Q8. 4.2.5.3.4 County/Counties to be Served and Number of Slots Proposed, pg. 22

If we wish to continue offering placements for this service statewide (all counties), is it sufficient to say that, or must we list every county in the state?

R8. A statement to that affect is sufficient. Actually, all residential slots are statewide.

Q9. 4.2.3 Legal Status Form/Taxpayer Identification Number

4.2.5.5.1 Disclosure Statement

4.2.3 requires that the Legal Status Form be placed after the Table of Contents. 4.2.5.5.1 requires that the Disclosure Statement follow the Legal Status Form, and the other attachments follow the Disclosure Statement. Do the attachments precede or follow the Technical Proposal? Also, is the agency's IRS letter considered to be the Legal Status Form for the purposes of RFP 2009-100-02?

R9. Section 4.2.5.5.1 Disclosure Statement should read: The Technical Proposal must be followed by a copy of a completed copy of the Disclosure Statement. Yes.

Q10. Appendix A: Standard Terms and Conditions, Failure to Honor Proposal, pg. 27

This section states that a vendor who refuses to accept an award that is offered as a result of this proposal may be suspended from holding any DHR contracts. If the offer is based on a modification of the original submission in response to this RFP, would declining the offer be grounds for suspension from holding any DHR contract?

R10. Possibly.

Q11. Section 1.0, page 7– Project Overview

Do the 297 slots include potential "emergency slot allocations? Are slots allocated per region or county or statewide?

R11. The 297 slots do not include emergency. All slots are awarded statewide.

Q12. Section 1.3, page 7, 1.3 Contract Term

What factors necessitated contract changes and required bids halfway through current contracts?

R12. It was in the Department's best interest to do so.

Q13. Section 1.5.3, page 8, Department's Responses

Is it possible to have the responses to these questions posted prior to March 4th so that we may use the pre-proposal conference on March 5th to clarify questions rather than asking them again? This seems critical since section 1.6 indicates transcription services will not be utilized.

R13. No.

Q14. Section 1.6, page 8, Pre-Proposal Conference

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Is there a limit to the number of people per agency attending?

R14. Two (2) per program.

Q15. Section 1.9.1, page 10 Required copies, etc

What is the purpose of requiring blind proposals?

R15. The Department implements various evaluation methodologies across its many programs and divisions and has made the decision to implement a blind evaluation process for this procurement.

Q16. Page 18, Core Services for IRT

What would be an example of ancillary service that would be paid for by an 1878 at this level of care?

R16. Anything that is not in core services that is required by the RFP.

Q17. Section 4.2.5.3.4, page 22, County/Counties to be served and # of slots Proposed

Are all of the slots STATE slots OR do you want providers to specify regions?

R17. All slots are statewide.

Q18. Section 3.2, page 17,

Does the phrase "At six Weeks" refer to six weeks after discharge? And does the "quarterly summary of survey results" mean post discharge since the survey is first given at the time of discharge? Therefore, are these items expected as a part of aftercare services?

R18. Yes. Yes. Yes.

Q19. Section 1.9, page 10 Submitting A Proposal, Subsection 1.9.1 Required Copies and Deadline for Receipt of Proposals which states: The original and one (1) copy must be a standard proposal and must clearly identify the Vendor and their experience. The remaining six copies of the proposal must omit the Vendor's name, staff names, etc., and substitute the Vendor's name with the identifier assigned by DHR.

Question 1: How will this identifier be assigned and when will it be distributed to vendors?

Question 2: What is the reason for using the identifier? Is it to disguise the name of the vendor during the evaluation process? If so, there are several areas or items that will be submitted that will still reveal who the vendor is, such as the Taxpayer Identification Verification (section 1.7.3), the Disclosure Statement (section 1.7.4), the Cover Sheet (section 4.2.1), the Legal Status Form (section 4.2.3), the Licenses/Certificates/Credentials (section 4.2.4); as well as stating the Office Location (section 4.2.5.3.7). How do we use the identifier in these areas? Do we use it on the Cost Proposal too?

R19. A Vendor identifier will be mailed to each Vendor shortly after the deadline for submission of the Letter of Intent. Vendors must utilize the Vendor identifier to replace the Vendor's name on all documents included in the blind copies.

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Q20. Section 5: Cost Proposal, Page 24 item: Cost Limit of 260.00 – What is the justifications/rationales for lowering the upper limit of the rate for Intensive Residential Services?

R20. The rate for 2009 has been amended and will return to \$280.

Note: Vendors must receive a minimum score of 850 points to be considered for a contract.

Revised 03.12.09 to include the questions below.

Q21. SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.2 LICENSURE/CERTIFICATION/CREDENTIAL REQUIREMENTS PG 7

The RFP states that Vendors must be licensed by DHR or Mental Health and must complete the Certificate of Need on emergency placements. Hill Crest has a copy of all of our licenses; is there a specific document for the Certificate of Need on emergency placements that must be submitted with the proposal?

R21. No. A statement that the facility has the ability and staff to complete emergency CON's will be sufficient.

Q22. SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.8.3 PRIME CONTRACTOR/SUBCONTRACTORS PG 9

Who specifically are identified as subcontractors and does this include services such as lab, pharmacy, or radiology?

R22. Any provider that is used to assist in providing the services to children who are placed at the facility should be listed as a sub-contractor' if that person is not a staff member of the facility.

Q23. SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.9.1 REQUIRED COPIES AND DEADLINE FOR RECEIPT OF PROPOSALS

Does the copy of the proposal in PDF form need to include the vendor's name?

R23. Yes. It should include all information.

Q24. SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.9.1 REQUIRED COPIES AND DEADLINE FOR RECEIPT OF PROPOSALS

Who / What is the specific identifier assigned by DHR for the six (6) copies to be submitted?

R24. See R19.

Q25. SECTION 2: STANDARD INFORMATION - 2.5 TRADE SECRETS PG 11

If this is not applicable does it still need to be a part of the proposal or can it be omitted?

R25. No, however, Vendors must include a statement that the form is not applicable.

Q26. SECTION 3: SCOPE OF PROJECT 3.0 INTENSIVE RESIDENTIAL PROGRAMS
PG 15 PARAGRAPH 6

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The RFP states that SDHR must approve the plan if the services are to be provided within the same physical building as another level of care. Does a provider need approval for this prior to submitting the RFP or does the approval occur at the same time as the review of the proposal?

R26. The Office of Licensing will have to approve the plan before services can begin. That decision must be made prior to July 31, 2009.

Q27. SECTION 3: SCOPE OF PROJECT 3.0 INTENSIVE RESIDENTIAL PROGRAMS
Can staff from two different of levels of care within the same building be shared for an emergency response only?

R27. Not direct care staff.

Q28. SECTION 3: SCOPE OF PROJECT
3.3 CORE SERVICES FOR INTENSIVE RESIDENTIAL PROGRAMS ITEM P PG 18
Two (2) hours of tutoring is required only if specifically designated by the ISP?

R28. Yes.

Q29. SECTION 4: PROPOSAL FORMAT AND INSTRUCTIONS
4.2.5.16 STAFF PERFORMANCE EVALUATIONS AND TRAINING PG 21
What type of documentation is required to document the completion of background checks?

R29. Vendors must verify that all key personnel have cleared a criminal background check. Yes, verification may be in the form a list; however documentation of the attestation must be onsite in each employee's personnel file.

Q30. SECTION 4: PROPOSAL FORMAT AND INSTRUCTIONS
4.2.5.3.2 START-UP PLAN PG 22
What is expected in a start-up plan if a potential vendor has already established all services?

R30. Vendors must include a start up plan. The plan for current Vendors must include ongoing activities.

Q31. SECTION 4: PROPOSAL FORMAT AND INSTRUCTIONS 4.2.5.4.1 PG 22
What is the definition of the revolving door policy?

R31. See the Alabama Ethic Law, Section 36-25-5 Use of Official Position or Office for Personal Gain. Click on the follow link to review the policy
<http://216.226.177.42/news/ethicslaw.pdf>.

Q32. SECTION 4: PROPOSAL FORMAT AND INSTRUCTION 4.2.5.41 PG 22
What is an example of a violation of the revolving door policy?

R32. See R31.